



# ***California Transportation Commission***

## ***EMPLOYMENT OPPORTUNITY***

### **Executive Director**

(Annual Salary: \$111,768)

**FINAL FILING DATE: November 15, 2005** (*Application, Resume and Statement of Qualifications must be received by 5:00 p.m.*)

#### **FILING INSTRUCTIONS:**

Applicants who meet the qualifications specified on Page 2 must submit a standard State application (STD. 678), a resume **AND** a Statement of Qualifications providing specific information on his/her background, knowledge, skills, and abilities, which demonstrate the applicant meets the qualifications.

#### **Statement of Qualifications MANDATORY Requirements:**

Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10. Submit standard State application (STD. 678), resume and Statement of Qualifications to:

**California Transportation Commission  
Attention: Tracy Fletcher-Bowman  
1120 N Street, Room 2224  
P.O. Box 942873  
Sacramento, CA 94273-0001**

**Applications will NOT be accepted after the final filing date. Questions regarding this examination should be directed to Tracy Fletcher-Bowman at (916) 653-2064.**

## **Duties**

The Executive Director of the California Transportation Commission:

- Evaluates transportation proposals from Regional and State transportation agencies and makes recommendations on transportation policies, programs, and specific highway and other transportation projects for consideration by the Commission. Emphasis is placed on the formulation of transportation policies and programs including, but not limited to, the annual and five-year estimate of State funds available for transportation purposes, the biennial adoption of the five-year State Transportation Improvement Program, and the annual report to the California Legislature.
- Acts as a liaison between the Commission and the Legislature and its staff; interprets actions taken by the Commission on all transportation modes, and reports to the Commission on areas of concern to the Legislature.
- Acts as a liaison for the Commission to the Secretary of Business, Transportation and Housing Agency; the Director of the State Department of Transportation; and Regional Agencies and their respective staffs.
- Attends public hearings and other meetings of the California Transportation Commission and assists the Chair and the members of the Commission in the discharge of their duties.
- Serves with the Director of the Department of Transportation and the Executive Director of the Bay Area Toll Authority as a member of the Toll Bridge Program Oversight Committee. This Committee implements the provisions of Assembly Bill 144 and provides project oversight and a project control process for the Benecia-Martinez Bridge project and the State Toll Bridge Seismic Retrofit Program
- Serves at the pleasure of the Commission and directs the affairs of the Commission and its twelve-member staff as directed by the Commission. With Commission approval, the Executive Director appoints such staff, and selects consultants as necessary to carry out the functions of the Commission.

## **Desirable Qualifications**

Desirable candidates for the position of the Executive Director will have the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles and methods of transportation systems management; fiscal and budgetary planning and control methods; transportation planning and urban and regional planning; environmental, air quality, and energy conservation analysis; organization and policies of the Department of Transportation and of regional and local transportation planning organizations; transportation systems financing and allocation formulae; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management and supervision; planning and directing the work of others; the Commission's Equal Employment Opportunity (EEO) program; a manager's role in the EEO program and processes available to meet program objectives.
- Ability to plan, organize, and direct the work of a multi-disciplinary professional and administrative staff; plan, organize, and coordinate large-scale, highly sensitive studies; advise Commission of areas of potential policy conflicts; analyze difficult and complex transportation financial issues; develop and recommend practical and effective policies for addressing such issues; integrate the activities of a diverse program to attain common goals; gain the confidence and support of high level administrators and advise them on a wide array of transportation issues; develop and maintain cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches, and the media; prepare and review reports; plan and direct the work of others; speak and write effectively; act as the Commission's spokesperson; effectively contribute to the Commission's affirmative action objectives.

## EXAMINATION INFORMATION

### **The examination process will consist of the following:**

All interested applicants should file a standard State application, a resume, and a Statement of Qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Executive Director. **Applications received without the required Statement of Qualifications will be disqualified.**

- A Commission Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified minimum qualifications,

the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, skills, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

- It is anticipated that the Selection Committee will conduct any interviews during the week of November 28, 2005. The results of this examination will be used solely to fill the position of Executive Director of the California Transportation Commission.
- Upon completion of the examination process, the candidate chosen by the Selection Committee will require confirmation by the full Commission at a special meeting tentatively scheduled for December 5, 2005.

Questions regarding this examination should be directed to Tracy Fletcher-Bowman at (916) 653-2064.